

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2013-060 **Issue Date:** 05-22-13 **Closing Date:** 06-05-13

Victim-Witness Legal Assistant
Office of the Prosecutor
Justice Services Administration
Hourly Wage: \$20.49/Full-Time/Regular

Performs confidential and specialized administrative and legal services. Provides legal assistance to the staff of the Office of the Prosecutor to prepare for Tribal, state and federal hearings. Responsibilities include: analyzing cases, evaluating evidence and conducting interviews; maintains case files, prepares correspondence, responds to discovery requests and drafts court pleadings. Maintains contact with victims of domestic violence and violent offenses. Provides support to assure victims ability to testify truthfully.

Knowledge, Skills and Abilities:

- Knowledge of Revised Law & Order Code of the Yakama Nation.
- Knowledge of the Indian Child Welfare Act and Indian Civil Rights Act laws, regulations, and case law.
- Knowledge of the legal system and court procedures in general, and specifically the Yakama Tribal Court criminal system and juvenile justice system.
- Knowledge and proficiency in computer use, specifically Microsoft Office products including, Word, Excel, Power Point, Outlook and Access.
- Knowledge of interviewing techniques to obtain detailed information.
- Knowledge of legal research methods and techniques, including statistical analysis and data collection.
- Knowledge and ability to learn the JD Edwards system.
- Ability to be culturally sensitive to the traditions and customs of the Yakama Nation.
- Ability to establish and maintain effective working relationships with other department staff, managers/supervisors, elected officials, and the public.
- Ability to exercise independent initiative and judgment.
- Ability to work under stressful conditions and demonstrate good morals and temperate habits.
- Ability to manage multiple complex projects and tasks with competing deadlines.
- Ability to understand and execute oral or written instructions.
- Ability to communicate effectively, orally and in writing, with all levels of personnel including employees, supervisors, elected officials, etc.
- Ability to demonstrate a high degree of personal integrity and be able to maintain strict confidentiality.
- Ability to work independently and productively with minimal supervision.
- Ability to use correct grammar and punctuation in preparation of written documents.
- Ability to formulate and present ideas and information clearly in written form.
- Ability to remain flexible to changes in assignments or situations, priorities and handle frequent interruptions.
- Ability to exercise diplomacy when dealing with people in sensitive situations.

General Recruiting Indicators:

- Bachelor of Arts/Bachelor of Science degree in victimology, sociology, criminology, criminal justice or related field. An Associate of Arts degree in victimology, sociology, criminology, criminal justice or related field and two years of comparable work experience in working with victims can replace requirement for Bachelor's Degree.
- Required to pass a pre-employment drug and alcohol test.

SPECIAL REQUIREMENTS:

- Must possess a valid Washington State Driver's License with ability to obtain a tribal driver's permit.
- Must present a highly professional image and outstanding customer service to internal and external clients.
- Must maintain strict confidentiality.
- Must pass a background investigation prior to employment. No person may be employed that has a felony conviction or any conviction for Domestic Violence or Violent Crime.
- Must have no criminal convictions or pending unresolved criminal matters in the State of Tribal Courts.